



LINCOLN CITY LIBRARIES BOARD APPOINTMENT INFORMATION

The purpose of this form is to obtain general information for use in the nomination and confirmation process for appointment to the Library Board. If you have recently prepared a biography or resume, please attach it to this form. Complete both sides and return to: Library Board, Lincoln City Libraries, 136 So. 14th Street, Lincoln, NE 68508

Personal Information

NAME (please type or print last name, first name, and middle initial)

☐ Mr. ☒ Ms. ☐ Mrs. ☐ Miss

Marvin, Donna K.

2523 Woods BL Lincoln NE 68502

Residence Address Street City State ZIP

Same as above.

Business Address Street City State ZIP

Residence Telephone (402) 421-1213 Business Telephone (402) 318-9850

Applicant Occupation OFFICE Assistant Employer Marvin Investment Mgmt.

E-mail Address Donna.Marvin@gmail.com

To assist in the selection, you are asked to voluntarily provide information which is necessary for statistical reporting purposes. Under State and Federal Law, this information may not be used to discriminate against you.

Affirmative Action Information: Sex ☐ Male ☒ Female Racial/Ethnic Background White

General Information

How long have you been a resident of Lincoln? 29 years

How long have you been a Lincoln City Libraries card holder? 22 years on October 10.

Outline your experience in budgeting, human resources/personnel, accounting, technology/Internet, and legal matters relating to government or nonprofit organizations.

Experience on budgeting: I have experience in management, tracking, building, decision-making and overseeing budgets for over 21 years, combined, in various capacities as buyer/manager of retail department, at the economics department, and president of organizations.

Human resources: As manager at Miller and Paine, I managed personnel costs and handled issues from 1983 to 1989. I am familiar with legal requirements and responsibilities towards employees.

Technology: I am familiar with all Microsoft office programs, social media networks, and electronic media.

Non-profit organizations: I am familiar with governmental laws, and laws pertaining to 501 (c3) and 501 (c4) organizations. I have written grant proposals for the economics department at the university.

DONNA J. KENNEDY MARVIN

2523 Woods Blvd, Lincoln, Nebraska 68502 | 402 421-1213 | Donna.Marvin@gmail.com

EDUCATION

Arizona State University

B.S. Home Economics with Business minor
Emphasis in Business, Textiles and Clothing

1985

University of Nebraska – Lincoln – Spanish language classes – 2004

Wayne State College – online course Human Relationships in Pluralistic Society - 2009

AWARDS

Lincoln Public Schools Volunteer Award – Family Volunteers

1999

Lincoln Southwest High School – Speech & Debate Team Volunteer

2006

PROFESSIONAL WORK EXPERIENCE

Lincoln Public Schools – Substitute Teacher

2009

Department of Economics - University of Nebraska-Lincoln

Project Assistant

1994 - 2000

Coordinated speakers, conference, faculty meetings/minutes, spreadsheet tracking of grades, courses, professors' vitae, newsletter editor, and tracked department budget.

Miller & Paine Department Stores

Buyer-Manager

1983 - 1990

Purchaser and manager of several departments. Tracked personnel expenses and managed departmental buying, merchandising and sales events. Tracked spreadsheets of items, budgeting expenses and income. Experienced in negotiations with vendors and management.

VOLUNTEER EXPERIENCE

Nebraska Literary Heritage Association

Board Member

2009 – 2012

Author Adventure Chairman and Newsletter Chairman.

Center for the Book – Nebraska Library Commission

Board Member

2010 – 2013

Currently, as a new member, I am researching areas in which to chair and serve.

One Book – One Lincoln

Served as a member for year one, chairman in year two and as co-chair in year 3.

2007 - 2009

As chair, I coordinated and monitored the progression of the selection of the ONE Book.

Beattie School P.T.O.

President for two years and chairman of the major fundraising event of the year – 3 years.

1996-1999

Named LPS Family Volunteers of the Year for 1999.

P.E.O. Officer and member

President for two years, recording secretary for four years.

1999-present

Budget preparation and monitoring – for seven years.

MEMBERSHIPS

P.E.O. – PHILANTHROPIC EDUCATIONAL ORGANIZATION – A NATIONAL ORGANIZATION WITH OVER 10,000 CHAPTERS IN THE US AND CANADA

N.L.H.A. and Center for the Book